



MMA Program Startup Workshop 14 November 2005



CAPT J.W. Rixey

Program Manager

301-757-5703

joseph.rixey@navy.mil

Mr. Tony Parasida

Boeing Team Lead

425-965-6825

anthony.m.parasida@boeing.com

NAVY ATR



The Workshop



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CAPT S.R. Eastburg
Program Manager
PMA-290
301-757-5703
steven.eastburg@navy.mil

CDR J.W. Rixey
Gov't Team Lead
301-757-5640
joseph.rixey@navy.mil



Mr. Tony Parasida
Boeing Team Lead
425-965-6825
anthony.m.parasida@boeing.com

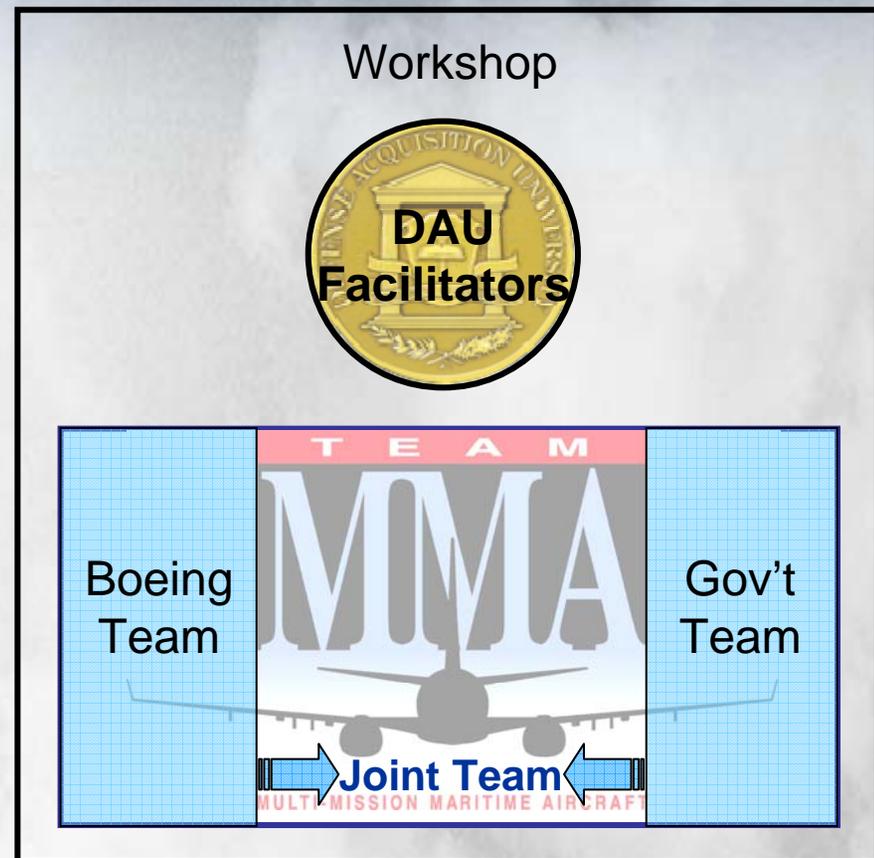




Outline



- Why Conduct?
- Workshop Mechanics
- Agenda – Overall
- Lessons Learned
- Assessment





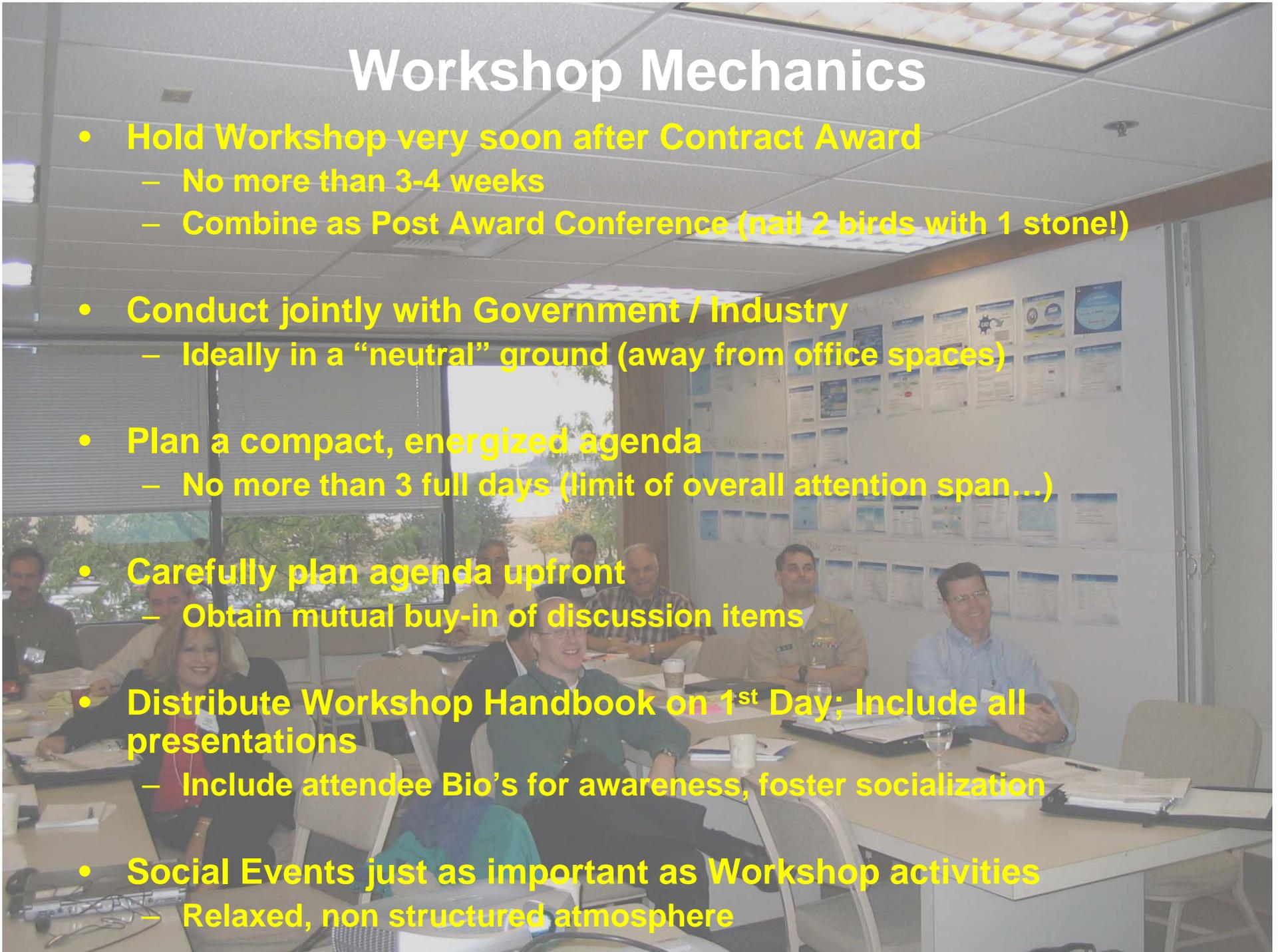
Why Conduct?

- Sets the foundation for success
- Many DoD programs struggle or fail due in part to:
 - Lack of common Vision and plan for success
 - Lack of supportive environment
 - Disagreements over program baseline
- Foster sense of trust, teaming, and honest discussions
- Produce useful Workshop products
- Educate Industry on Government's Warfighter Requirements
- Educate Government on Industry "Best Practices"

Need for Startup Workshops emphasized at recent DAU PEOSYSCOM Conference

Workshop Mechanics

- **Hold Workshop very soon after Contract Award**
 - No more than 3-4 weeks
 - Combine as Post Award Conference (nail 2 birds with 1 stone!)
- **Conduct jointly with Government / Industry**
 - Ideally in a “neutral” ground (away from office spaces)
- **Plan a compact, energized agenda**
 - No more than 3 full days (limit of overall attention span...)
- **Carefully plan agenda upfront**
 - Obtain mutual buy-in of discussion items
- **Distribute Workshop Handbook on 1st Day; Include all presentations**
 - Include attendee Bio's for awareness, foster socialization
- **Social Events just as important as Workshop activities**
 - Relaxed, non structured atmosphere





Workshop Agenda – Overall

- Agenda details are Program Specific, but the following areas should generally be covered:

- Requirements Background Summary
 - Program Operating Constraints (reporting requirements, etc.)
 - Program Directives (ADM's, etc.)
- } Benefits Industry
- Corporate Best Practices
 - Data Delivery Environment
- } Benefits Government
- Contract Overview; Change Management Process
 - Other Common Processes (EVM/IBR, Risk, etc.)
 - Organizational Mapping
 - Team Charters
 - Program Metrics
- } Benefits Both Government and Industry



Lessons Learned

Preparation

- More time for Preparation (Government & Industry PM Leadership Pre Workshop meetings)
 - Prevented by Source Selection
 - Would have allowed us to "laser focus" the agenda on key topics (like how we will practically merge risk databases, etc.)
- DAU establish formal process steps for Workshop startup logistics (only 2nd occurrence)





Lessons Learned Conduct

- Needed an in depth, real world example of how to conduct an IBR.
 - Discussion on IBR principles was good; but we probably should have followed up with practical examples of work packages, how CAMs decomposed work packages across detailed IMS, how responsibility assignment matrices have been setup, etc.
- DAU provide Government & Industry team a current sense of Best Practices DoD-wide.
 - Relate lessons learned exposure of multiple programs across multiple services.





Lessons Learned Administration

- **Parking Lot (Lateral thoughts)**
 - Formalize this upfront and let attendees know there's an avenue to capture lateral thoughts.
 - Determine during Workshop if there's time permitting additional discussion of Parking Lot items in a formalized sense.
- **DAU "archival" role to document key issues and action items while the Workshop was in progress**
- **At end of each day, DAU should summarize the day's discussion & action items recorded**





Assessment of DAU Workshop



- The key accomplishment achieved:
 - Taking the time to have Navy and Boeing Team Lead counterparts sit down with one-another in a relaxed forum to discuss broad based and team focused challenges.
- Agenda was not too aggressive.
 - Right balance of agenda topics against time allotted.
 - Anymore than 3 days would have created a "burn out" environment; rapid drop-off of focus and attention.
- We did deliver useful products:
 - Face to face meetings to establish running rules / way ahead / program issues / formulation of joint team Charters

WORTHWHILE EFFORT!



Backup



Workshop Agenda - Details



- Module 1 – Workshop Introduction
 - Navy briefs on Warfighter Requirements
 - Ideally, a Guest Speaker from the Fleet
 - Navy briefs Vision, Mission Statement, and Program Goals
 - Coordinated prior to Workshop between Program Management
 - Industry briefs their overarching philosophy on meeting contract objectives and customer needs
- Module 2 – Program Startup
 - Navy briefs ADM direction; sets the tone for SDD execution
 - DRR, IPR, M.S. C Exit Criteria
 - Navy briefs Acquisition Chain Of Command, NAVAIR Organization, and program Government Team
 - Navy briefs “Constraints”: PPBE, DAES/SAR, PEO Reporting
 - Industry briefs immediate Post Award Work in progress



Workshop Agenda - Details (cont.)



- Module 3 – Contract Baseline (Post Award Conference)
 - Navy PCO briefs Contract CLIN Outline, POC's, Contract Options, and Contract Change Process
- Module 4 – Industry “Best Practices”
 - Industry briefs their approach to Program Management Best Practices; Corporate initiatives which will be reflected on application to the program.
- Module 5 – IPT Structure and Charter
 - Navy briefs Team Organization, relationship to PEO, ASN(RDA)
 - Industry briefs Team Organization, relationship to Corporate
 - Map Organizations to ensure common understanding of counterparts
 - Derive common Team Charters, “Running Rules”
 - Determine Organizational Staffing issues
 - Discuss near term program action efforts/issues



Workshop Agenda - Details (cont.)



- Module 6 – Data Environment
 - Industry briefs their vision/plans to implement data environment for deliverables
 - Formulate a concurrence on data management approaches as outlined in the Contract
- Module 7 – Common Processes
 - Discuss EVM, Risk, Configuration Management, and other key program processes which require coordination
- Module 8 – Program Metrics
 - Understand Government and Industry metrics and tracking processes (programmatic, technical, other)
 - Government briefs PEO Baseline Brief metrics, Budget obligation and expenditure status
 - Industry briefs EVM metrics plan, notional TPM's, action item tracking